

STATE OF MICHIGAN



## District Court - 52nd Judicial District

1ST DIVISION

48150 Grand River Ave.  
Novi, MI 48374-1222

HONORABLE BRIAN W. MacKENZIE  
HONORABLE DENNIS N. POWERS  
HONORABLE ROBERT BONDY  
DISTRICT JUDGES

(248)305-6460 Criminal  
(248)305-6511 Traffic  
(248)305-6080 Civil  
(248)305-6144 Probation

Joyce A. Renfrow  
COURT ADMINISTRATOR

### **JOB ANNOUNCEMENT CLERICAL/PART TIME DISTRICT COURT CLERK I**

20 hours per week

\$13.78-\$17.94 per hour (In accordance with experience)

**NO BENEFITS**

**Reports to:** Court Administrator , Deputy Administrator and Division Supervisor

#### **GENERAL SUMMARY:**

Under limited supervision, performs clerical duties related to civil, criminal traffic, probation and/or administrative proceedings in a District Court. May provide assistance to the public, attorneys and law enforcement personnel. Prepares notices of hearings to ensure proper court dates and probation appointments. Answers telephones, maintains files on court cases, updates computer records, prepares forms, applications and records. Operates a personal computer and mainframe computer system.

Please forward resume to:

Janet L. Rehm  
Deputy Court Administrator  
52-1 District Court  
48150 Grand River  
Novi, MI 48374-1222

**Closing:**

Friday, February 29, 2008

Submitted: 2/21/08